

Agency: Department of Justice, Drug Enforcement Administration
Job Announcement Number: BA-2012**Criminal Investigator: GL/GS-1811-07, 09****SALARY RANGE:** \$38,511 - \$55,413 per year (locality payment not included)

*This position is covered by Law Enforcement Availability Pay (LEAP). An additional compensation rate of 25% will be added to your salary.

PROMOTION POTENTIAL: GS-13**WHO MAY BE CONSIDERED:** U.S. Citizens, no prior Federal experience required.**OPEN PERIOD:** June 15, 2012 TO July 16, 2012**TYPE OF APPOINTMENT:** Excepted Service**NUMBER OF VACANCIES:** Multiple**LOCATION(S):** Nationwide

Description of Duties: At the Drug Enforcement Administration (DEA), our people are agents for change. A unique mission requires special talent. As a DEA Special Agent, you will work as part of an elite criminal investigation team that transforms the power of your talent into action. That action makes a difference on the security and well-being of our nation and the world every day. Typical Work assignments include:

- Conducting complex criminal investigations.
- Carrying out surveillance of criminals.
- Infiltrating illicit drug channels.
- Identifying and apprehending drug traffickers.
- Arresting law violators engaged in criminal activities.
- Preparing evidence for prosecution officials.

Responsibilities will increase and assignments will become more complex as your training and experience progresses.

Key Requirements:

- You must be a U.S. Citizen.
- You must be suitable for Federal employment; as determined by a background investigation.
- You must possess and maintain a valid state driver's license.
- Males born after 12/31/59 must be registered for, or exempt from, the Selective Service. See www.sss.gov.

Basic Qualifications Required:

Applicants must meet the basic qualification standards established by the Office of Personnel Management (OPM) for the 1811 series OR as an exception to the OPM Qualifications Standards established for the 1811 series, possess unique skills and/or highly desirable specialized experience and education. Eligibility based on such unique skills/experience is an authorized exception to the OPM Qualifications Standard.

OPM QUALIFICATIONS STANDARDS FOR 1811 SERIES

GRADE 07: To qualify at the GL-07 level, you must have one year of specialized experience equivalent to the GL-05 level. Specialized experience is defined as assisting in narcotics/drug-related investigations of alleged or suspected violations of the law; participating in surveillance and undercover activities or operations, and taking part in apprehending, arresting persons suspected

of violations; and assisting in the organization of evidence for presentation to prosecution officials, **OR** you may substitute education for specialized experience if you have completed one full academic year of graduate level education or law school OR successfully meet the requirements of the Superior Academic Achievement provisions. Superior Academic Achievement is based on (1) class standing, (2) a grade-point average (GPA) of 2.95 or higher (based on 4 years of education or in the final two years of curriculum); or a grade-point average of 3.5 or higher (based on required courses completed in the major field or the required courses in the major field completed in the final two years of curriculum), or (3) election to membership in a national scholastic society. Equivalent combinations of successfully completed education and experience listed above may be used to meet the experience requirements.

GRADE 09: To qualify at the GL-09 level, you must have one year of specialized experience equivalent to the GL-07 level. Specialized experience is defined as carrying out limited narcotics/drug-related investigations of alleged or suspected violations of the law; participating in surveillance and undercover activities or operations, raids and/or seizures; taking part in apprehending, arresting, interviewing, and interrogating persons suspected of violations of the law; and organizing evidence for presentation to prosecution officials, **OR** you may substitute education for specialized experience if you have completed two (2) full academic years of graduate level education or completed all requirements for a master's or equivalent graduate degree, or completion of all requirements for an LL.B. or J.D. degree. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements. Only graduate education in excess of the amount required for the GL-07 level may be used to qualify applicants at the grade GL-09 level.

UNIQUE SKILLS/EXPERIENCE (AUTHORIZED EXCEPTION TO OPM QUALIFICATIONS STANDARD) GRADE 07

FOREIGN LANGUAGE: To qualify, you must have knowledge of specific languages utilized by the majority of high level traffickers would facilitate undercover introductions, informant recruitment, possible cultural awareness of performance limitations or attitudes, and code analysis. The language expertise should be qualified at a three rating as established by Foreign Service Institute standards. Fluency may result from formal training, cultural background or job related requirements which require the ability to use these languages. Principal language skills desirable include knowledge of Spanish, French, Russian, Arabic, Hebrew, dialects of Nigerian languages, Chinese, Mandarin, Japanese, Farsi, Urdu, or Balkan languages. (Note: Applicants may be subjected to an oral interview to determine foreign language proficiency). You must also possess a Bachelor's degree or higher (no minimum GPA is required) and include coursework in a foreign language, composition, literature, writing, communications, or humanities/cultural studies.

PILOT / MARITIME: To qualify, you must have knowledge of aerial/maritime operational procedures, guidelines and regulations concerning international and domestic flights or seagoing voyages and the ability to apply this know-how to locate illegal sources or production, transit points and methods of introductions into the continental United States. Ability to analyze seized navigational charts and maps and project logical itineraries of clandestine criminal operations which will lead to seizures during ongoing criminal activity or enhance prosecutions in conspiracy investigations. Multi-engine, fixed wing instrument rated, as well as rotary wing pilots and expert navigational seamen with three or more years of experience with aviation or shipping industry that involved state of the art equipment and required planning for extensive domestic and international travel, including logistical support, loading characteristics, climatic analysis, and equipment operation limitations. Such expertise may be used to detect and penetrate criminal activity associate with air and sea smuggling. Candidates could be airline, military or private pilots; those

with maritime experience would include first mates, navigational officers, Maritime Academy graduates and ships' captains. You must also possess a Bachelor's degree or higher (no minimum GPA is required) in any field. Formal training/education and a current license as a pilot or maritime is required.

ACCOUNTING / AUDITING: To qualify, you must have knowledge of accounting procedures, auditing procedures or financial analysis procedures, and the ability to apply this knowledge to trace assets, identify owners, determine intent of financial transactions and link them to criminal activity to support asset seizures. Three or more years of professional accounting or auditing experience (public or private), including the audit of company or governmental books and records (manual or automated). This is required in order to support or discover attempts to alter financial or similar records and to detect diversion of funds, equipment, etc. in support of criminal or civil action. Experience as an internal auditor, bank examiner, corporate auditor, CPA, Revenue Agent, corporate financial consultant, international banker, or similar experience is needed. Education must consist of a Bachelor's degree or higher (no minimum GPA is required) and include at least 24 semester hours in accounting or auditing.

TECHNICAL / MECHANICAL: To qualify, you must have knowledge of communications networks from computers and audio and video transmission systems (both wireless and via cable). Ability to apply this knowledge to trace electronic transfers of monetary instruments, install Title III electronic intercepts, install video surveillance systems, and to identify and monitor various methods of electronic communications utilized by the criminal element. Ability to provide communications security (COMSEC) for investigative activity and to support ongoing investigations and corroborate agent testimony. Three or more years of substantial on the job indoctrination and "hands on" experience in electronic theory and application, with emphasis on communications associated with audio and video systems (wireless and cable). Listening devices, video equipment (both visible and invisible spectra), teletype and radioteletype (RTTT), and computers and associated interfacing equipment. You must also possess a Bachelor's degree or higher (no minimum GPA is required) and include coursework in information systems/technology, telecommunications, or electrical/mechanical engineering.

MILITARY: To qualify, you must have knowledge of a paramilitary organization which includes annual performance standards, group interaction, and command orientation, and requires the ability to both project authority and carry out directives and fulfill missions, with sometimes limited logistical support. Ability to quickly analyze technical situations requiring immediate decisions and ability to take action which could result in success or failure of an investigation and reduce danger to personnel. Three or more years of experience in leadership, travel, and diverse geographical assignments and familiarity with the control mechanisms necessary to operate in a dangerous environment. Conditioned by past experience, such a candidate will function under duress and confront stressful situations with positive results. An officer that has received training and participated in court-martials, conducted investigations on their behalf and administered corresponding disciplinary actions would be ideal. Furthermore, a candidate who has successfully completed assignments requiring security awareness, the delegation of authority and the ability to carry out orders, accomplish goals, achieve objectives, plan operations, evaluate results, and take corrective action would be well-equipped to compete for a Special Agent position. You must also possess a Bachelor's degree or higher (no minimum GPA is required) and include coursework in military or political science, government, management/leadership, and/or communications.

You must meet all experience and education requirements within 30 days after the closing date of this announcement.

(Required) All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by

the U.S. Department of Education. For a list of schools that meet this criteria, see www.ed.gov.

MEDICAL QUALIFICATIONS: The duties of this position require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Therefore, if selected, you will be required to pass a pre-employment medical examination. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of this position are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself, or others is disqualifying.

AGE: You must be at least 21 years of age and not older than 36 at the time of appointment. In accordance with Public Law 100-238, this position is covered under law enforcement retirement provisions; therefore, you must be appointed before reaching your **37th birthday** unless you are a preference eligible veteran OR presently serve or have previously served in a Federal civilian law enforcement retirement-covered position (after subtracting the years/months of prior Federal service worked in a primary law enforcement position, you must be less than 37 years of age). The maximum entry age limit was established under the age discrimination prohibitions contained in Section 15 of the Age Discrimination and Employment Act. The DEA may disqualify you at any time during the process should it be determined you reach age 37 before completion of the selection process unless you are a veteran preference eligible.

How You Will Be Evaluated:

Applicants who submit a complete application package will receive an email invitation from Assessments@USAJOBSAssess.gov to complete a two-phase series of self-assessment questions. The email invitation will direct you to complete online job-related testing and include directions for accessing and logging onto the website. You must complete Phase 1 testing within one week of the date of the email invitation. Applicants who successfully complete Phase 1 testing will then receive a second e-mail invitation to complete Phase 2 testing. You must complete Phase 2 testing within one week of the date of the email invitation in order to retain eligibility for the position.

The online assessments are designed to collect relevant information on your eligibility, training and experience related to this position as well as your knowledge, skills and abilities/competencies in written and oral communication, decision-making/judgment, interpersonal skills, integrity/honesty, flexibility, problem-solving, self-management, teamwork, planning and evaluating, technology application, and law enforcement (GS-9 and above only). Please be sure your resume and transcripts (if applicable) include detailed information to support your qualifications for this position. When answering the self-assessment questions, keep in mind the information contained in your resume and/or college transcripts is subject to verification. If it appears that you inflated your responses to the self-assessment questions your score may be lowered and you may be eliminated from consideration for this position.

Category Rating procedures will be used to rate and rank candidates following the successful completion of Phase 1 and 2 selection testing. The category rating you receive will be based on your responses to the evaluation tools tied to specific competencies relevant to this position. The category assignment is a measure of the degree in which your background matches the competencies required for this position. If you pass the online assessments in Phases 1 and 2, you will be placed into one of three categories. Each category represents a quality level (**Best**

Qualified, Highly Qualified, or Qualified).

A Candidate(s) placed within the **Best Qualified** category that is also eligible for veterans' preference will receive selection priority over non-veterans' preference candidates. Candidates in the best qualified category may receive a conditional offer of employment. Candidates who receive a conditional offer of employment will be required to process further to a multi-part applicant assessment consisting of written assessments and an oral interview, a medical evaluation, physical task test, urinalysis drug screening, polygraph examination, psychological assessment, background investigation, and final hiring panel review. Candidates must successfully complete and pass all of the aforementioned screening processes to be considered for employment. Failure to successfully complete/pass any of the screening processes will result in the candidate being disqualified and removed from consideration.

How To Apply:

To apply for this position, you must submit a complete application packet via MAIL, EMAIL, or FAX only to the Special Agent Recruitment Coordinator at your nearest DEA Division (Note: application packets must be submitted to the main division office, NOT regional offices). Incomplete applications will not be considered. A complete application packet consists of the "Required Documents" listed below. Application documents may be obtained via the links provided. Please go to <http://www.usdoj.gov/dea/job/agent/offices.html> for the address and telephone number of the nearest Special Agent Recruitment Coordinator. The DEA's website is WWW.DEA.GOV.

Required Documents:

- Resume (**Note: Please provide a valid/up-to-date email address**)
- Drug Use Questionnaire <http://www.justice.gov/dea/job/agent/dea341.pdf>
- OF306 (Declaration for Federal Employment)
<http://www.justice.gov/dea/job/agent/of0306.pdf>
- DOJ Form 555 (Disclosure and Authorization Pertaining to Consumer Reports)
<http://www.justice.gov/dea/job/agent/doj555.pdf>
- Mobility Agreement <http://www.justice.gov/dea/job/agent/Mobility-Agreement.doc>
- Ethnicity & Race Identification (optional) <http://www.justice.gov/dea/job/agent/sf181.pdf>
- Proof of successful completion of education; i.e., a copy of your transcript from an accredited U.S. business or technical school, junior college, or university, or proof that foreign education has been deemed creditable. Failure to submit the required proof of education may result in you being deemed not qualified for the position.
- For current or former active duty military personnel, a copy of your DD-214, and if applicable, a copy of your SF-15 and VA Letter.
- For current or former Federal Status applicants, a copy of your most recent SF-50 (Notification of Personnel Action)

Contact Information: If you have any questions about this position or the application process, please contact the Special Agent Recruitment Coordinator at your DEA Division or the Special Agent Recruitment Unit at 202/307-4100 or SA2012Announcement@USDOJ.GOV

What to Expect Next:

We will notify you of the outcome after each step of the recruitment process has been completed.

Benefits and Other Information:

In addition to education and experience, the DEA will further evaluate applicants based on character and conduct. There will be continuous evaluation of information, as it is obtained. Issues in any of the areas listed will result in applicants not be considered for employment with the Drug Enforcement Administration (DEA). All applicants will be evaluated on the following:

- Favorable/Responsible Credit History
- Candor/Honesty
- Favorable/Responsible Work History
- Good Judgment/Ability to Handle Stressful Conditions
- Acceptance of Directions/Work in Team Environment
- Responsible Driving Record
- Other qualities that promote the integrity and efficiency of the DEA

Polygraph Examination: You must successfully complete and achieve favorable results on a pre employment polygraph examination.

Security Clearance: This position is designated as "critical sensitive". Completion of a full-field investigation is required before appointment. Applicants must be able to obtain a Top Secret Security clearance.

You must not have been convicted of a felony crime.

Drug Testing: All non-DEA applicants must complete a drug use questionnaire when applying for this position. Applicants who are found, through investigation or personal admission, to have experimented with or used narcotics or dangerous drugs, except those medically prescribed, will not be considered for employment with the Drug Enforcement Administration (DEA). Exceptions to this policy may be made for applicants who admit to limited youthful and experimental use of marijuana. Such applicants may be considered for employment if there is no evidence of confirmed regular usage, and the full-field background investigation and results of other steps in the process are otherwise favorable. Compliance with this policy is an essential requirement of the position.

Firearms: This position requires that the incumbent meet initial and continuing qualifications in the use of firearms. Under Title 18 USC, Section 922(g)(9), anyone who has been convicted of a misdemeanor crime of domestic violence is automatically disqualified from being appointed to a position requiring the possession of a firearm or ammunition.

Lautenberg Notice: Title 18 USC, Section 922 (G), automatically disqualifies anyone who has been convicted of a misdemeanor crime of domestic violence from being appointed to this position.

Mobility Agreement: This position requires employees to agree to a Mobility Agreement. The duty station is determined based on the needs of the Drug Enforcement Administration and incumbents may be reassigned to different geographical locations throughout their tenure. Selectees will be required to sign the Mobility Agreement as a condition of employment

Salary: In addition to your base salary, you will receive a locality payment. Additionally, this position is covered by Law Enforcement Availability Pay (LEAP). Therefore, an additional compensation rate of 25% will be added to your locality salary.

Appointing Authority: Initial appointment to the position is made in the excepted service. Excepted service appointments are made under the Schedule A (Section 213.3110 c, 3) or Schedule B (Section 213.3210, a) appointing authorities. Applicants who qualify under the OPM

qualifications standards for the 1811 series will be appointed under the Schedule B authority. Applicants who qualify based on unique skills/experience will be appointed under the Schedule A authority. Employees appointed under Schedule A may be converted to Schedule B appointments following satisfactory performance during their trial period and when they gain enough investigative experience to qualify for appointment under the Schedule B authority. Employees initially appointed under Schedule B appointments or converted from Schedule A to Schedule B appointments may be converted to career appointments in not less than three years and not more than four years.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency.

- For 5-point veterans' preference, please provide your DD-214 (Certificate of Release or Discharge from Active Duty); official statement of service from your command if you are currently on active duty; or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions.
- For 10-point veterans' preference, please submit a Standard Form (SF) 15, Application for 10-Point Veteran Preference, and the other required documentation identified on the SF-15 to support your preference claim.

Benefits: The Drug Enforcement Administration offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; life insurance; health benefits; and participation in the Federal Employees Retirement System. This link provides an overview of the benefits currently offered to Federal employees: <http://www.usajobs.gov/EI/benefits.asp#icc>.

Moving Expenses: Limited moving expenses are authorized.

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.